

Defective Materials Notification

Date: [Insert Date]

To: [Vendor/Contractor Name]

Address: [Vendor/Contractor Address]

Subject: Notification of Defective Materials

Dear [Vendor/Contractor Name],

We are writing to inform you that during our recent inspection of the materials provided on [Insert Date of Delivery], we discovered defects in the [Insert Material Description]. The nature of the defects includes:

- [Detail of Defect 1]
- [Detail of Defect 2]
- [Detail of Defect 3]

As per our agreement, we request that you address these issues under the defect liability clause. We kindly ask you to provide a plan of action to rectify this situation within [Insert Time Frame]. Failure to do so may result in further actions as outlined in our agreement.

We look forward to your prompt response regarding this matter.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]